

Management Excellence Series

Introduction to NRCS (MES 101)

Overview

This is a state administered course to be attended by all new permanent employees during their first six months of employment. It includes such topics as Mission and History; Employment and Position Classification; Performance appraisal and Merit Promotion; EEO, Civil Rights, and Valuing Diversity; Employee Relations, Safety, and Health, Ethics and Conduct; Employee Development and Career Management; Directives and Records; and Quality in NRCS.

Objectives

Upon completion of this training, participants will be able to:

1. describe how NRCS is organized to accomplish our Mission.
2. describe how NRCS interacts with other federal, state and local agencies.
3. define an NRCS program, and be aware of how programs are created and funded.
4. state the purpose of a position description.
5. differentiate between competitive and non-competitive promotions.
6. be aware of Work Force Diversity.
7. identify where to direct questions pertaining to ethics, conduct, safety, and grievance procedures.
8. be aware of the employee's responsibility and the supervisor's responsibility pertaining to training.
9. identify who our customers are and determine their needs.
10. be aware of the basic interpersonal communication skills.
11. be aware of stress management and time management.
12. be aware of career motivation and personal development.

Prerequisites

None

Duration

8 -12 hours.

Eligibility

All new career and career-conditional employees should complete this course during their first 6 months of employment. Employees with more than one year of experience would not normally need to take this course.

Management Excellence Series

Managing for Excellence (MES 111)

Overview

This course is an introduction to management for the new manager. Participants will receive an overview of modern management theory; techniques to recognize and develop personal management styles; and a comprehensive presentation on NRCS programs and program management, including establishing and maintaining relationships with conservation districts and other agencies.

Objectives

Upon completion of this training, participants will be able to:

1. describe the major programs of NRCS.
2. describe the major responsibilities of an NRCS program manager.
3. better manage an NRCS program or programs.

Prerequisites

Introduction to NRCS

Duration

4 1/2 days

Eligibility

Employees in one-step grade series who were promoted to GS-7 or in two-step grade series who were promoted to GS-9 within 6 months of the course date may attend.

Management Excellence Series

Supervising for Excellence (MES 121)

Overview

This course is an introduction to supervising for the new supervisor. The course is divided into two parts. Part one includes the skills and characteristics needed for leadership in the 90's. These skills include identifying leadership styles, matching leadership styles to an employee's development level, communicating work direction, listening, delegating and counseling. Part two deals with employing the tools of part one in dealing with position classification, employment, equal employment opportunity, performance evaluation, merit promotion, employee development, career management, employee relations, health and safety.

Objectives

Upon completion of this training, participants will be able to:

1. describe the major responsibilities of a supervisor.
2. administer the major components of the NRCS personnel management system.
3. identify and use the skills and characteristics needed for the supervisor in the 90's with a managerial skill level of B as identified under IDP.

Prerequisites

A supervisor for 6 months or less and having taken "Managing for Excellence" course or its equivalent

Duration

5 days

Eligibility

Any new supervisor may attend.

Management Excellence Series

Leading for Excellence (MES 131)

Overview

This course provides the participant with advanced managerial and leadership skills. Participants will be able to select from a list of qualified vendors the source that best meets their individual needs. The training will provide participants with an overview of the fundamental elements in any leadership situation and how those have changed in today's environment. In many cases, the participant will be provided an opportunity to conduct a self-assessment of strengths and weaknesses and to develop personal and organizational plans for improving leadership effectiveness.

Objectives

Upon completion of this training, participants will be able to:

1. assess their leadership style and skills.
2. develop a plan to improve leadership effectiveness.
3. describe leadership strategies effective in a complex and changing environment, when and how to apply them.
4. understand and apply strategic and analytic skills necessary in leadership.

Prerequisites

Completion of at least two weeks of basic training in management and supervisory concepts or equivalent experience

Duration

Varies

Eligibility

GS-13 or above. (New GS-13's should attend within six months after reaching that grade). Participants should have at least two years' experience in managing a program or supervising employees. Permission to attend the course should be obtained from NEDC if the above requirements have not been met.

Other Information

This training will be delivered by outside vendors whose qualifications have been approved by NEDC. A list of vendors has been developed from which participants can choose or participants have the option of proposing their own training for approval. NEDC will pay tuition for the training. The participant in conjunction with their employing office and NEDC will select and schedule the training with the vendor that best meets his/her needs. The participant's employing office will pay all travel and per diem costs.

Management Excellence Series

Effective Interpersonal Skills (MES 141)

Overview

This course provides new NRCS employees with the basics of interpersonal skills. It helps participants to discover information about themselves and how that information affects their ability to meet and deal with people around them, and identifies ways to improve effectiveness of their interpersonal skills. Course topics include behavioral styles, values systems, effective listening, conflict management, constructive feedback, valuing diversity, time management and stress management. The training is accomplished with extensive use of self-assessment instruments, instructional videos, case studies, role plays, group discussions and personal action plans.

Objectives

Upon completion of this training, participants will be able to:

1. discuss the importance of effective interpersonal skills.
2. identify his/her own work behavioral style and select effective strategies for interacting with different styles.
3. identify his/her own style in regard to various interpersonal skills, explain or demonstrate ways to interact with individuals with different styles, and ways to improve these skills.
4. demonstrate effective listening skills, and how to give and receive constructive feedback.
5. list the dimensions of diversity, and identify strategies that will contribute to the valuing of diversity in the workplace.

Prerequisites

Introduction to NRCS

Duration

4 1/2 days

Eligibility

Employees who have completed Introduction to NRCS.